

**** NON - DEPARTMENTAL ****
Functional Area Summary by Agency

	2004	2005	2005	2006	Change from 2005	
	Actual	Adopted Budget*	Estimate	Budget	Adopted Budget	
					\$	%
* TOTAL NON - DEPARTMENTAL *						
Expenditures (a)	\$6,815,058	\$7,597,073	\$6,296,479	\$8,402,451	\$805,378	10.6%
Revenues (b,c)	\$7,918,494	\$6,527,887	\$5,944,814	\$7,210,622	\$682,735	10.5%
Tax Levy	\$1,368,350	\$1,069,186	\$1,069,186	\$1,256,186	\$187,000	17.5%
Exp. (Over) Under Rev. & Levy	\$1,956,910	-	\$659,515	-	-	0.0%
Operating Income (d)	\$514,876	-	\$58,006	\$64,357	\$64,357	0.0%

BREAKDOWN BY FUND

GENERAL						
Expenditures	\$2,133,579	\$1,779,050	\$1,768,221	\$2,093,172	\$314,122	17.7%
Revenues (b)	\$3,498,639	\$1,359,700	\$1,858,386	\$1,456,822	\$97,122	7.1%
Tax Levy	\$419,350	\$419,350	\$419,350	\$636,350	\$217,000	51.7%
Exp. (Over) Under Rev. & Levy	\$1,784,410	-	\$509,515	-	-	0.0%
END USER OPERATIONS & TECHNOLOGY FUND *						
Expenditures (a)	\$4,503,979	\$4,468,023	\$4,328,258	\$4,959,279	\$491,256	11.0%
Revenues (c)	\$4,419,855	\$4,168,187	\$4,086,428	\$4,753,800	\$585,613	14.0%
Tax Levy	\$599,000	\$299,836	\$299,836	\$269,836	(\$30,000)	-10.0%
Operating Income (d)	\$514,876	-	\$58,006	\$64,357	\$64,357	0.0%
CONTINGENCY						
Expenditures	\$177,500	\$1,350,000	\$200,000	\$1,350,000	\$0	0.0%
Revenues (b)	\$0	\$1,000,000	\$0	\$1,000,000	\$0	0.0%
Tax Levy	\$350,000	\$350,000	\$350,000	\$350,000	\$0	0.0%
Exp. (Over) Under Rev. & Levy	\$172,500	-	\$150,000	-	-	0.0%

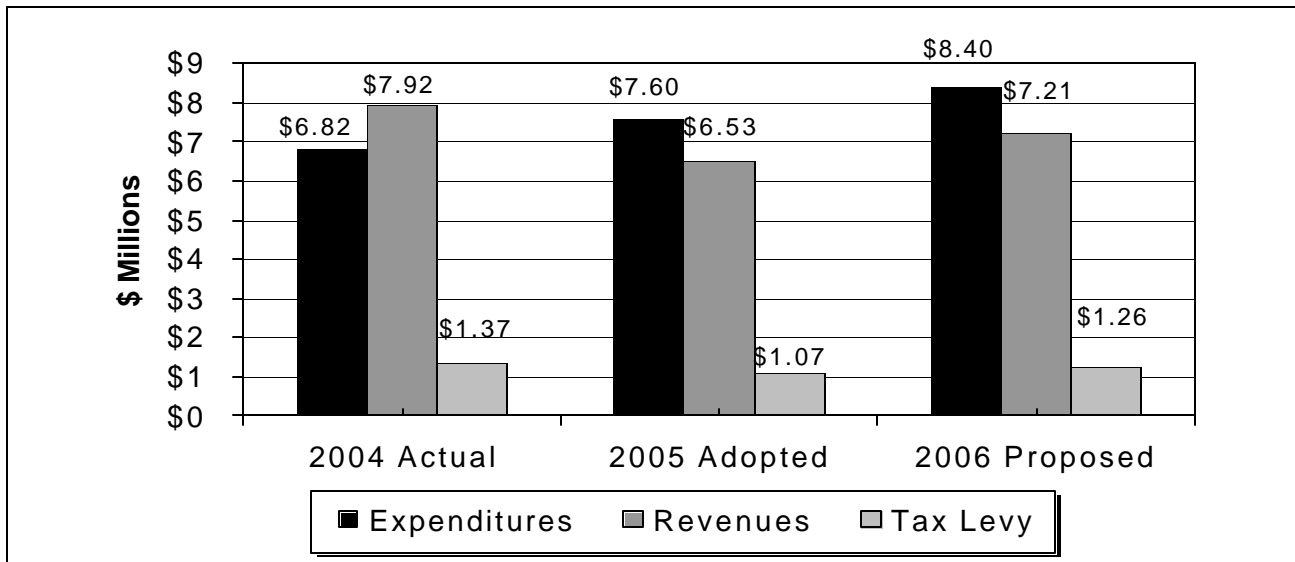
* The 2005 Adopted Budget is restated to reflect the combination of the previously separately stated Records Management Fund budget into the End User Operations and Technology Fund

- (a) To conform with financial accounting standards for proprietary funds, Total 2006 expenditures exclude capitalized fixed asset purchases as follows: End User Operations & Technology Fund, \$428,087. Total 2005 expenditures exclude capitalized fixed asset purchases as follows: End User Operations & Technology Fund, \$522,558.
- (b) Revenue budget for 2006 includes General fund balance appropriations totaling \$1,406,300 as follows: General: \$406,300 (of which \$16,700 is from tax incremental finance district refunds) and Contingency Fund: \$1,000,000. Revenue budget for 2005 includes General fund balance appropriations totaling \$1,390,620 as follows: General: \$390,620 (of which \$153,400 is from tax incremental finance district refunds) and Contingency Fund \$1,000,000.
- (c) Revenue Budget for 2006 includes End User Operations & Technology Fund Balance of \$996,343. Revenue Budget for 2005 includes End User Operations & Technology Fund Balance of \$444,309.
- (d) Operating Income represents revenues including planned use of fund balance from the End User Operations & Technology Fund minus expenditures.

NON-DEPARTMENTAL

Functional Area Budget Highlights

The Non-Departmental Functional area includes three budgets not directly associated with, or controlled by, a specific county department. The **Non-Departmental General Fund** provides for a wide variety of purposes not directly attributable to specific departmental operating budgets. Some of the most significant items include: complying with certain Federal and State mandated requirements such as addressing Environmental Protection Agency (EPA)/Department of Natural Resources (DNR) underground storage tank requirements, The Americans with Disabilities Act (ADA), and the Clean Air Act; membership in the Southeastern Wisconsin Regional Planning Commission; payment of special assessments on county properties; and receipt of State shared revenues. The **End User Operations & Technology Fund** is an Internal Service Fund established to (1) finance the common technology infrastructure for County users; (2) finance the replacement of office copiers; & (3) administer the records management and mail services needs of county departments. **[Note: The 2006 budget year combines two previously separately stated funds, the End User Operations & Technology Fund & the Records Management Fund, into one fund.]** The **Contingency Fund** provides funds to respond to emergency situations and issues that could not be



anticipated during the budget review process.

The 2006 expenditure budget for this functional area totals \$8,402,451 after adjustments to exclude proprietary fund capitalized fixed asset items, an increase of \$805,378 or 10.6% from the 2005 adopted budget. Budgeted revenues total \$7,210,622, an increase of \$682,735 or 10.5% from the 2005 adopted budget. The tax levy necessary to fund this functional area totals \$1,256,186, an increase of \$187,000 or 17.5% from the 2005 budget.

Significant program and funding changes from the 2005 budget include:

- Expenditure increases in the **General Fund** for Courthouse / Administration building controlled access entrance security of \$200,000, sick leave payouts for retiring employees of \$140,000, and regional promotion of economic development of \$25,000
- The **End User Operations and Technology Fund** is restructuring positions, including the transfer of two computer service positions from the Human Services and Public Works budgets and one position from the Administration – Information Technology division, to more effectively and efficiently deliver services.
- The **End User Operations and Technology Fund** net expenditures increase \$491,256 to better reflect software and hardware application / infrastructure costs.
- **Contingency** Fund expenditures and revenue remain at the 2005 budget level of \$1,350,000. Funding includes General Fund balance appropriation of \$1,000,000 and tax levy of \$350,000.

**BUDGETED POSITIONS 2004-2006
SUMMARY BY AGENCY AND FUND**

NON DEPARTMENTAL

Agency	Fund	2004 Year End	2005 Adopted Budget	2005 Modified Budget	2006 Budget	05-06 Change
NON DEPARTMENTAL	End User Operations &	17.00	17.00	17.00	19.00	2.00
Extra Help	Technology Fund	9.32	10.86	10.86	10.64	(0.22)
Overtime		0.10	0.20	0.20	0.12	(0.08)
TOTAL NON-DEPARTMENTAL		26.42	28.06	28.06	29.76	1.70

2006 BUDGET ACTIONS

End User Ops & Tech Fund	Create: 1.00 FTE Principal Info Systems Prof (from Human Services as of July 1, 2006) [0.50 FTE for 2006] Create: 1.00 FTE Principal Info Systems Prof (from Public Works as of July 1, 2006) [0.50 FTE for 2006] Create: 1.00 FTE Solutions Administrator Create: 1.00 FTE Principal Info Systems Professional Create: 1.00 FTE Senior Information Systems Professional Abolish: 1.00 FTE Records Management Coordinator Abolish: 1.00 FTE Senior Records Management Analyst Abolish: 1.00 FTE End User Computing Administrator Abolish: 1.00 FTE Web Administrator (from DOA-General Fund) Increase: 2.00 FTE Information Technology positions from DOA-General Fund Increase: 0.32 FTE Extra Help in Computer Program Decrease: 0.54 FTE Extra Help in Records Management program Decrease: 0.08 FTE Overtime in Records Management program
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2005 CURRENT YEAR ACTIONS

None

For additional detail see the Budgeted Position Summary included within the Stats and Trends Section of the Budget Book.

General Fund**Non-Departmental****Mission/
Summary****Mission**

This agency is established to account for those revenue and expenditure transactions that are not directly associated with or controlled by a specific departmental operating budget. This budget also serves as a vehicle for one-time or short-term (less than five years) program appropriations.

Activities

This budget is the custodial responsibility of the Department of Administration. Items included are state shared revenue, non-benefit insurance premiums for certain departments, unemployment compensation, general feasibility and operational studies, funding of the retirement and sick leave reserve, certain special local property assessments of county owned land, funding to comply with certain Federal/State mandate requirements, funding for the County's membership in the Regional Planning Commission (SEWRPC), funding for loss control and safety requirements which cannot be anticipated in County facilities and programs, and building and capital grant funding to the Waukesha County Historical Society.

	2004	2005 Adopted	2005 Estimate	2006 Budget	Change From 2005 Adopted Budget	
Financial Summary	Actual	Budget			\$	%
Personnel Costs	\$197,805	\$202,000	\$207,302	\$367,200	\$165,200	81.8%
Operating Expenses	\$1,859,279	\$1,492,400	\$1,496,269	\$1,457,275	(\$35,125)	-2.4%
Interdept. Charges	\$76,495	\$64,650	\$64,650	\$258,697	\$194,047	300.2%
Fixed Assets	\$0	\$20,000	\$0	\$10,000	(\$10,000)	-50.0%
Total Expenditures	\$2,133,579	\$1,779,050	\$1,768,221	\$2,093,172	\$314,122	17.7%
General Government (a)	\$1,128,525	\$768,300	\$927,638	\$813,300	\$45,000	5.9%
Fine/Licenses (b)	\$615,099	\$0	\$0	\$0	\$0	N/A
Charges for Services (c)	\$62,892	\$0	\$112,819	\$0	\$0	N/A
Interdepartmental (d)	\$253,242	\$149,490	\$306,465	\$180,822	\$31,332	21.0%
Other Revenue	\$110,912	\$51,290	\$56,935	\$56,400	\$5,110	10.0%
Appr. Fund Balance (e)	\$1,327,969	\$390,620	\$454,529	\$406,300	\$15,680	4.0%
Total Revenues	\$3,498,639	\$1,359,700	\$1,858,386	\$1,456,822	\$97,122	7.1%
Tax Levy	\$419,350	\$419,350	\$419,350	\$636,350	\$217,000	51.7%
Exp. (Over) Under Rev. & Levy	\$1,784,410	-	\$509,515	-	-	N/A

Position Summary (FTE)

No Positions are Budgeted in this fund.

- (a) Includes Indirect Cost reimbursement revenue in excess of amounts budgeted in the Dept. of Administration General Fund of \$286,600 in 2004 actual; \$121,400 in the 2005 estimate; and \$45,000 in the 2006 budget.
- (b) Fines / License revenue in 2004 includes jail assessment revenue that is reserved to fund jail capital or debt borrowing jail-related projects, which is budgeted for in future years.
- (c) Charges for Service Revenue includes deferred revenue from dispatch services provided to municipalities by the Sheriff department. In 2002, the County increased dispatch service rates to reflect the full county cost. Municipalities were allowed to defer fee increases in excess of 20%, which are now being repaid. The Sheriff budget included fund balance during 2002-2004 to offset this deferral.
- (d) Interdepartmental Revenue (i.e. interest payments received on General Fund loans made to proprietary funds) consists of various funding sources with amounts of \$159,820 in 2004, \$129,490 in 2005, and \$135,822 in 2006. Also included is indirect cost revenue from county enterprise and internal service funds in excess of the amounts budgeted in the Dept. of Admin. General Fund of \$64,105 for 2004; \$156,975 in 2005; and \$45,000 in 2006.
- (e) General Fund Balance for **2006** includes appropriations of \$120,300 for Waukesha County Historical Society (WCHS) payments, \$140,000 for retirement payouts, \$16,700 from dissolved Tax Incremental District (TID) payments, \$99,300 to stabilize the decrease in TID payments from 2005 – 2006; and \$30,000 for Wis. River Rail Transit Commission payment. General Fund Balance for **2005** includes appropriation of \$153,420 from dissolved TID payments, \$172,700 for WCHS payments, and \$64,500 to stabilize the decrease in TID payments from 2004 to 2005. General Fund balance for **2004** includes appropriation of \$234,500 for funds received in 2003 from Muskego dissolved TIDs, \$312,000 for WCHS payments, a \$140,000 grant for a countywide Haz-Mat Response Team, \$580,000 to fund one-time County Employee Retiree health premiums in excess of the regular employee increase, \$12,000 for reserve for cafeteria equipment, and \$49,469 from expenditure carryovers from 2003 into 2004.

2006 Specific Activities and Purpose:

1. First year budgeting for sick leave payouts for large departments (funded with General Fund balance) based on an expected higher level of retirements. Per Resolution 158-011, the county began reserving General Fund balance for this purpose based on future GASB requirements. Continue to maintain an account to fund retirement and sick leave payouts in administrative and small departments. Large service departments provide for most of this cost in their respective budgets.
2. Fund non-represented and first year WI. Professional Police Association (Sheriff dept. officers) employee incentive payment for those who have maximized their sick leave accrual in prior year (Enrolled Ordinance 155-092).
3. First year budgeting for controlled access entrance security for the Courthouse / Administration Center complex.
4. First year budgeting for Wis. River Rail Transit Commission (WRRTC) capital project costs. The County funds will be paid only when matching State funding is made to the WRRTC
5. First year budgeting for regional promotion of economic development in partnership with the counties of Milwaukee, Racine, Kenosha, Ozaukee, Washington, and Walworth, and the private sector. Any disbursement of funds is contingent upon County Board approval of a cooperative agreement.
6. Continue to support Waukesha County Economic Development Corporation (WCEDC) and Waukesha Area Convention and Visitors Bureau activity related to economic development, tourism, planning, and promotion.
7. Continue to plan, coordinate and implement improvements to county owned land and buildings to address security and safety issues, specifically critical issues identified during the budget year.
8. Continue to provide funding for the County's share of the Southeastern Wisconsin Regional Planning Commission which provides regional planning including: land use; transportation; water quality; flood-land management; and planned research for the seven counties in southeastern Wisconsin.
9. Continue to provide funding for special consulting studies identified during the year.
10. Provide a building operation grant to the Waukesha County Historical Society (WCHS) for renovations of the old courthouse per enrolled resolution 157-004 and enrolled ordinance 157-076 (fourth year of a ten year obligation). Program operations grant funding of \$215,000 is budgeted in Parks and Land Use. Direct capital grant obligation was completed in 2005. All future museum appropriations are dependent upon the WCHS meeting annual performance (attendance and business hours) standards.
11. Provide funding for credit card and debit card processing fees and internet payment web site hosting fees

Note: For 2006, the budgeting for health insurance consulting (actuary health management services) with funding provided from the Health Insurance Reserve Fund is now reflected in the Department of Administration – General Fund budget; In 2005, & prior, this activity was reflected in the Non-Departmental – General Fund budget.

General Fund

Non-Departmental

Program

	2004 Actual	2005 Budget	2005 Estimate	2006 Budget	Budget Change
Expenditures:					
Section 125 Plan Administration Costs	\$25,433	\$30,000	\$20,700	\$20,400	(\$9,600)
Unemployment / Retention	\$90,122	\$78,000	\$95,862	\$97,000	\$19,000
Separation Payouts (Vac. & Sick Leave) / Retiree Life Ins	\$10,958	\$19,000	\$21,980	\$159,800	\$140,800
Non-Rep Vacation / Max. Sick Leave Credits	\$71,292	\$75,000	\$68,760	\$90,000	\$15,000
SEWRPC Allocation	\$646,730	\$666,100	\$663,475	\$673,475	\$7,375
Property Tax/Special Assessments	\$72,957	\$55,000	\$40,000	\$50,000	(\$5,000)
Wauk Co Econ Dev Corp (WCEDC)	\$85,000	\$85,000	\$85,000	\$85,000	\$0
Waukesha County Tourism Initiative	\$10,000	\$10,000	\$10,000	\$10,000	\$0
Regional Promotion	\$0	\$0	\$0	\$25,000	\$25,000
Merchant Card / Internet Host	\$71,111	\$76,000	\$77,950	\$83,000	\$7,000
Grant Consulting Services	\$11,715	\$15,000	\$15,000	\$15,000	\$0
Consulting Services	\$10,960	\$50,000	\$79,050	\$45,000	(\$5,000)
Employment Advertising	\$35,457	\$55,000	\$46,537	\$50,000	(\$5,000)
Loss Control/Facilities Security & Maint	\$56,531	\$80,000	\$53,695	\$70,000	(\$10,000)
Wauk. Co. Hist. Society -Capital/Debt Svc (a)	\$294,255	\$172,700	\$172,062	\$120,300	(\$52,400)
Wauk. Co. Hist. Society -Bldg. Operations (a)	\$213,000	\$201,000	\$201,000	\$189,000	(\$12,000)
Wis. River Rail Transit System	\$0	\$0	\$0	\$30,000	\$30,000
Courthouse / Admin Controlled Access	\$0	\$0	\$0	\$200,000	\$200,000
Printing inc. Budget Books & CAFR	\$11,125	\$18,000	\$12,000	\$15,000	(\$3,000)
Work Comp/Liab/Casualty/Other Ins	\$56,190	\$52,650	\$52,650	\$46,697	(\$5,953)
Microfilming / Imaging	\$12,000	\$12,000	\$12,000	\$12,000	\$0
Other Operating (d)	\$3,115	\$8,600	\$20,500	\$6,500	(\$2,100)
Health Insurance Consulting	\$29,317	\$20,000	\$20,000	\$0	(\$20,000)
Business Continuity (c)	\$51,618	\$0	\$0	\$0	\$0
Countywide Haz-Mat Response Team	\$134,746	\$0	\$0	\$0	\$0
Retiree Health Ins Premium Cost	\$125,000	\$0	\$0	\$0	\$0
Monument Expense	\$4,947	\$0	\$0	\$0	\$0
Total	\$2,133,579	\$1,779,050	\$1,768,221	\$2,093,172	\$314,122
Revenue:					
State Shared Revenues	\$844,849	\$768,300	\$806,715	\$768,300	\$0
Fund Balance Appropriation (a) (b)	\$1,327,969	\$390,620	\$454,529	\$406,300	\$15,680
Other Revenue (c)	\$1,325,821	\$200,780	\$597,142	\$282,222	\$81,442
Total	\$3,498,639	\$1,359,700	\$1,858,386	\$1,456,822	\$97,122

- (a) Per Enrolled Resolution 157-004 and Enrolled Ordinance 157-076, in 2006, the county is providing the Waukesha County Historical Society (WCHS) with grant funding of \$120,300 for the annual loan repayment to the City of Waukesha (\$900,000 loan, repaid over ten years), and \$189,000 for Building Operations.
- (b) Fund Balance Appropriation for 2006 includes \$120,300 for Waukesha County Historical Society (WCHS) payments, \$140,000 for retirement payouts, \$16,700 from dissolved Tax Incremental District (TID) payments, \$99,300 to stabilize the decrease in TID payments from 2005 – 2006; and \$30,000 for Wis. River Rail Transit Commission payment. Fund Balance appropriation for 2005 includes \$153,420 for funds received from various dissolved TID's to reduce County tax levy, \$64,500 to stabilize the decrease in the TID payments from 2004 to 2005, and \$172,700 for WCHS payments.
- (c) Other Revenue includes general fund loan repayment interest expense from proprietary funds (\$135,800 in 2004, \$129,500 in 2005; \$135,822 in 2006), other miscellaneous revenue (i.e. jury duty reimbursement, witness fees, un-cashed refunds and checks), gains on sale of capital assets, and indirect cost reimbursements. Actual 2004 includes \$615,099 in jail assessment revenues that are not budgeted for but are reserved upon receipt for future (jail capital and / or related debt service) use.
- (d) The 2005 Estimate includes a \$15,000 expense for Wisconsin Retirement System costs associated with employees on military leave.

End User Operations & Technology Fund

Non-Departmental

Fund Purpose/ Summary

Fund Purpose

The End User Operations & Technology Fund is an Internal Service Fund established to (1) finance the common technology infrastructure for County users; (2) finance the replacement of office copiers; & (3) administer the records management and mail services needs of county departments. **The 2006 budget year combines two previously separately stated funds, the End User Operations & Technology Fund & the Records Management Fund, into one fund.**

The technology infrastructure is managed on a total cost of ownership basis, and is designed to identify the services provided and resources required by the Information Technology Division to support automation in the user departments. This support includes replacement and maintenance of personal computers and printers, software licensing and support, help desk and training, maintenance of County network hardware and software, backup and recovery functions and other costs related to making technology available to users. The costs incurred are charged back to the user departments based on the number of workstations and an assessment of the level of support needed.

	2004	2005 Adopted	2005	2006	Change From 2005 Adopted Budget	
	Actual	Budget	Estimate	Budget	\$	%
Financial Summary						
Personnel Costs	\$1,345,086	\$1,400,002	\$1,358,275	\$1,608,922	\$208,920	14.9%
Operating Expenses	\$3,069,745	\$2,982,101	\$2,895,437	\$3,267,304	\$285,203	9.6%
Interdept. Charges	\$89,148	\$85,920	\$74,546	\$83,053	(\$2,867)	-3.3%
Fixed Assets (a) (memo)	\$377,853	\$522,558	\$539,969	\$428,087	(\$94,471)	-18.1%
Total Expenditures (a)	\$4,503,979	\$4,468,023	\$4,328,258	\$4,959,279	\$491,256	11.0%
General Government	\$0	\$0	\$0	\$0	\$0	N/A
Fine/Licenses	\$0	\$0	\$0	\$0	\$0	N/A
Charges for Services	\$133,094	\$65,000	\$171,754	\$65,000	\$0	0.0%
Interdepartmental (b)	\$3,807,764	\$3,658,878	\$3,322,633	\$3,692,457	\$33,579	0.9%
Other Revenue	\$46,240	\$0	\$400	\$0	\$0	N/A
Appr. Fund Balance	\$432,757	\$444,309	\$591,641	\$996,343	\$552,034	124.2%
Total Revenues	\$4,419,855	\$4,168,187	\$4,086,428	\$4,753,800	\$585,613	14.0%
Tax Levy (c)	\$599,000	\$299,836	\$299,836	\$269,836	(\$30,000)	-10.0%
Operating Inc./(Loss)	\$514,876	-	\$58,006	\$64,357	\$64,357	

Position Summary (FTE)

Regular Positions	17.00	17.00	17.00	19.00	2.00
Extra Help	9.32	10.86	10.86	10.64	(0.22)
Overtime	0.10	0.20	0.20	0.12	(0.08)
Total	26.42	28.06	28.06	29.76	1.70

- (a) Total expenditures and net operating income exclude fixed assets to conform with financial accounting standards. Fixed asset purchases in the department operating request will be funded by operating revenues, tax levy and General Fund balance.
- (b) Interdepartmental revenues related to the total cost of ownership charges are being phased in over time to departmental users that may be funded by a combination of revenue sources including tax levy.
- (c) Tax levy within the End User Operations & Technology program provides initial funding of the plan for the difference between expenditures and revenues.

Department Strategic Objectives

Manage Resources With Fiscal Prudence

1. Reorganize Records Management to align imaging / microfilming / records storage services with the DOA-Business office and technology services with Dept. of Administration – Information Technology (DOA-IT) division by transferring Records Management technical staff to DOA-IT division in order to coordinate all records management and data management technology efforts.
2. Work cooperatively with our internal customer departments to ensure their conformance with their established record retention schedule(s) and to select/utilize the storage medium (imaging, microfilming, box storage) that is most cost effective and efficient to meet their business needs/objectives and is supported by formal protocols which will require customer sign-off (1st Quarter 2006). Based on the customer department's projected current and future usage develop/implement a new rate structure that more accurately reflects the cost of each activity and the proper recovery of records management operating costs (1st-2nd Quarter 2006).

Innovate and Seek Continuous Quality Improvement

1. With the assistance of an outside consultant, streamline the records audit process and revise the retention schedules as required. During this process, develop new audit schedules to complete audits in every county department on a two year cycle (half the departments one year, the other half the next). Develop a program to manage the entire lifecycle of electronic records (i.e. creation, storage, retrieval, retention, disposition). (throughout 2006)

Retain and Develop a High Quality Workforce

1. Promote and encourage staff participation in educational programs related to the broad field of Document Management and assist the County to move in that direction. (Throughout 2006)

Major Departmental Strategic Achievements from 7/01/04 to 6/30/05

Provide Comprehensive Customer Service

1. An imaging study group, comprised of customer departments' representatives and Finance and Records Management staff, was organized to recommend methods to improve inter-departmental communications, and address cost methodology concerns regarding inter-departmental charges for microfilming and imaging.
2. During the entire year of 2004, over 2.2 million pages of records were microfilmed and/or scanned (digitized). That's the equivalent of approximately 220 four-drawer file cabinets. These services were provided to the Register of Deed's, Sheriff's, District Attorney's, Parks & Land Use, Clerk of Courts, Probate, Juvenile, Public Works – Facilities, Veteran's, Department of Administration's (Finance-accounts payable), Corporation Counsel's (Child Support) and the County Clerk's Departments.
3. A Help-Desk Request for Proposal was completed and the new contract was signed and activated in April of 2005, resulting in lower County costs and expanded services to include the County dispatch and municipal users of the Spillman computer aided dispatch related system modules.

Retain and Develop a High Quality Workforce

1. A Mail Workshop was organized and held in May. Attendees completed a Questionnaire relative to the workshop and the satisfaction level of the County's overall mail operations. On a scale of 1 – 4, with 4 being the highest rating, the average for the overall operational rating was 3.6 for mail services and the workshop was deemed to have been a valuable training tool.
2. Continually promoting staff participation in appropriate local and national seminars and workshops directly related to the divisional functions and/or objectives. During the latter part of 2004 and early this year, Records Management staff has concentrated on sessions primarily related to E-records Management and/or Document Management.

Manage Resources With Fiscal Prudence

1. Successfully transitioned from an in-house print coordinator process to a pre-qualified multiple "preferred" vendor concept effective 1/1/05. An evaluation committee of the county's largest print users selected the vendors in accordance with the Request for Proposal process. Subsequent to the selection, multiple training sessions were held for departmental printing order and approval personnel, written "how to" instructions were provided, as well as, placed on the County's intranet for easy reference.
2. Retained the color copy, and converted it to a self-serve copier for internal departmental customers, thus reducing costs typically charged by print vendors for this same service. Conducted an in-house workshop to train users on the operation of the color copier. Will retain the color copier for its life, but will probably not replace it due to expenses exceeding revenues if copier replacement costs are added to the budget.
3. Continually promoting web-enabled imaging applications to existing and new imaging customers (user departments) that could generate additional revenues and save County staff time. The Register of Deeds imaging applications has been Web enabled. To date, it's being used on the County intranet, but will be open for the internet as soon as the Register of Deeds deems it feasible.
4. Proposed functional changes in the Mail Operation that would reduce the contracted on-site mail person's time and save the County approximately \$8,000 annually. This change is reflected in this 2006 budget, and will be implemented as of the first of the year.
5. The pilot for the "thin client" deployment was the Sheriff's Jail department. This pilot was successful and full deployment of the solution has begun and will be incorporated into the new jail facility as it opens for use.
6. An analysis of the Star Office Suite has determined that, even after its latest upgrade, does not address the need to be able to support the Forms component of Microsoft Word. Since several state agencies require the submittal of information using Microsoft Word Forms, the incorporation of Star Office as a replacement for the Microsoft Office Suite cannot proceed. We will evaluate any further upgrades to alternative packages over the next 8 months.
7. Notification that the County's request for funding, as part of the UASI Homeland Security Grant for 2005, has been approved by the State of Wisconsin's OJA and forwarded to the Federal Homeland Security Department for action was just received. It is anticipated that the grant will be approved in total within months. The County will be able to use Grant funding to offset the cost of migrating the Sheriff to the full MDC environment.

Innovate and Seek Continuous Quality Improvement

1. Expanded information access for County employees, and in some instances the general public, by transferring the County's electronic document imaging applications from a client-server to a Web-based environment. To-date, this has been accomplished for Sheriff's Incident Reports, Accident Reports and Jail Registers, Clerk of Courts case indexes, Probate indexes and case files, Juvenile Court indexes and Register of Deeds land records. Later in 2005, web enabling will be expanded to the District Attorney's case files.
2. Developed and implemented imaging applications for: one of kind County facility drawings for Public Works Facilities Division; an application for Sheriff's Accident Reports; and, another for Register of Deeds Plats of Survey.
3. Revised all of the Records Management forms used by internal county customers and placed them on the County's intra-net for ease of access, and providing the ability for ecommunication and transmission. In conjunction with this improvement, conducted a workshop on which forms to use, when they should be used, and how to properly fill them out.

End User Technology

Program Description

This program provides for the financing of computer equipment repairs, maintenance, countywide software upgrades and replacements, internet and personal computer help desk support, and information systems infrastructure. These costs are charged to user departments under a Total Cost of Ownership concept.

	2004 Actual	2005 Budget	2005 Estimate	2006 Budget	Budget Change
Staffing (FTE) *	17.10	17.30	17.30	19.62	2.32
Personnel Costs	\$815,366	\$877,482	\$842,982	\$1,064,646	\$187,164
Operating Expenses	\$1,995,433	\$2,164,601	\$2,141,422	\$2,536,925	\$372,324
Interdept. Charges	\$5,461	\$10,047	\$6,536	\$6,751	(\$3,296)
Fixed Assets (Memo) (a)	\$377,853	\$500,500	\$500,500	\$400,500	(\$100,000)
Total Expenditures (a)	\$2,816,260	\$3,052,130	\$2,990,940	\$3,608,322	\$556,192
General Government	\$0	\$0	\$0	\$0	\$0
Interdepartmental (b)	\$2,142,565	\$2,332,294	\$2,332,294	\$2,631,953	\$299,659
Other Revenue	\$47,294	\$0	\$400	\$0	\$0
Appr. Fund Balance	\$432,757	\$420,000	\$567,332	\$706,533	\$286,533
Total Revenues	\$2,622,616	\$2,752,294	\$2,900,026	\$3,338,486	\$586,192
Tax Levy (c)	\$599,000	\$299,836	\$299,836	\$269,836	(\$30,000)
Operating Income/(Loss)	\$405,356	-	\$208,922	-	-

* The staffing allocation reflected here for 2006 includes 2.00 FTE positions whose budget costs are reflected in the Personnel Costs for Microfilming & Imaging / Records Management program. Budgeting in this manner avoids an interdepartmental charge between programs in the same internal service fund.

- (a) Total expenditures and net operating income exclude fixed assets to conform to financial accounting standards. Fixed asset purchases in the departments operating request will be funded by operating revenues and fund balance.
- (b) Interdepartmental revenues related to the total cost of ownership charges are being phased in over time to departmental users, which may be funded by a combination of revenue sources including tax levy.
- (c) Tax levy within the End User Technology program provides initial funding of the plan.



Program Highlights

Personnel costs increase for the transfer, as of 01/01/06, of 1.00 FTE Solution Administrator position from the Administration budget with a cost of \$107,300 and the transfer of 2.00 FTE Principal Info. Systems Professional positions (1.00 FTE from Human Services; 1.00 FTE from Public Works) as of 07/01/06, for a 1.00 FTE increase and \$92,700 cost. Temporary Extra Help increases 0.32 FTE with a cost of \$11,700 based on increased use of temporary staff.

Operating Expenses for 2006 include personal computer / peripheral acquisition costs of \$376,700; software acquisition costs of \$149,700 (an increase of \$68,700); software support costs of \$501,800 (an increase of \$95,300); hardware maintenance costs of \$412,700 (an increase of \$79,200); training / tuition costs of \$57,500 (an increase of \$35,000); depreciation of fixed assets costs of \$364,200 (an increase of \$72,000); and contracted services costs of \$664,600 (an increase of \$19,700)

EUOTF fund balance is budgeted to offset operational costs.



Activity The plan is scheduled to replace 323 PC's (including laptops) and 25 peripherals (printers, scanners, etc.) in 2006. The plan currently supports 1,240 personal workstations and laptop computers.

05 - 06

Year	1999	2000	2001	2002	2003	2004	2005	2006	Incr./(Decr.)
PC	118	173	333	311	340	238	341	323	(18)
Peripherals	44	10	17	40	20	15	20	25	5

Microfilm and Imaging/Records Management

Program Description

Microfilm/Imaging is responsible for the microfilming and imaging of County records. Activities include: receipt, file preparation, microfilming/scanning, chemical processing microfilm/optical disk duplication, inspection quality control, hardcopy records destruction, microfilm distribution, invoicing, retention and preservation of the processed microfilm/optical disks. Timely and effective customer service is provided to the general public and County agencies.

Records Management is responsible for conducting records inventories and follow-up review, analyzing the resulting findings, creating and obtaining approval of records retention schedules, auditing records retention schedules, maintaining records in the County Records Center, records retrieval, records destruction, and maintaining the County's Vital Records in conjunction with the County's approved record retention schedules.

	2004 Actual	2005 Budget	2005 Estimate	2006 Budget	Budget Change
Staffing (FTE)	10.53	10.56	10.56	9.99	(0.57)
Personnel Costs	\$507,975	\$511,583	\$504,433	\$532,930	\$21,347
Operating Expenses	\$249,231	\$259,633	\$253,175	\$245,728	(\$13,905)
Interdept. Charges	\$57,160	\$57,772	\$56,888	\$65,265	\$7,493
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$814,366	\$828,988	\$814,496	\$843,923	\$14,935
General Government	\$0	\$0	\$0	\$0	\$0
Fine/Licenses	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$126,987	\$65,000	\$171,754	\$65,000	\$0
Interdepartmental	\$781,705	\$763,988	\$454,738	\$489,113	(\$274,875)
Other Revenue	\$373	\$0	\$0	\$0	\$0
Appr. Fund Balance	\$0	\$0	\$0	\$289,810	\$289,810
Total Revenues	\$909,065	\$828,988	\$626,492	\$843,923	\$14,935
Tax Levy	\$0	\$0	\$0	\$0	\$0

Operating Income/(Loss)	\$94,699	-	(\$188,004)	-	-
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Program Highlights

Personnel costs increase of \$21,300 attributed to cost of continuance. The majority of the decrease of \$13,900 in operating expenses is due to a decrease in depreciation expenses and hardware and software maintenance. Interdepartmental charges increase mostly due to End User Technology Fund charges.

Fund Balance is for depreciation of \$78,200 associated with the Electronic Document Management System capital project, which was levy funded and for \$211,600 of potential microfilm/imaging document volume beyond departments funding estimates.

Performance Measure Description

Records Management will continue to improve its microfilming/imaging turnaround times to existing and new customers (user departments) as definitive workflow processes are established.

Performance Measures	2004 Actual	2005 Budget	2005 Estimate	2006 Budget	Budget Change
Register of Deed's Documents Turnaround: (Less than 48 business hours)	99.6%	98%	98%	99%	1%



Mail Services / Copier Replacement

Program Description

Mail Services provides prompt sorting and delivery of all incoming and outgoing U.S. Postal Service mail, and outgoing UPS packages to County agencies through public-private partnering. Also provides for the financing of copier equipment replacements in accordance with a replacement plan. Copiers with a unit cost greater than \$5,000 are capitalized when purchased and depreciated over a useful life; Copiers with a unit cost less than \$5,000 are expensed in the year of purchase.

	2004 Actual	2005 Budget	2005 Estimate	2006 Budget	Budget Change
Staffing (FTE)	0.35	0.20	0.20	0.15	(0.05)
Personnel Costs	\$21,745	\$10,937	\$10,860	\$11,346	\$409
Operating Expenses	\$825,081	\$557,867	\$500,840	\$484,651	(\$73,216)
Interdept. Charges	\$26,527	\$18,101	\$11,122	\$11,037	(\$7,064)
Fixed Assets	\$27,242	\$22,058	\$39,469	\$27,587	\$5,529
Total Expenditures:	\$873,353	\$586,905	\$522,822	\$507,034	(\$79,871)
General Government	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$6,107	\$0	\$0	\$0	\$0
Interdepartmental	\$883,494	\$562,596	\$535,601	\$571,391	\$8,795
Other Revenue	(\$1,427)	\$0	\$0	\$0	\$0
Appr. Fund Balance	\$0	\$24,309	\$24,309	\$0	(\$24,309)
Total Revenues:	\$888,174	\$586,905	\$559,910	\$571,391	(\$15,514)
Tax Levy	\$0	\$0	\$0	\$0	\$0

Operating Income/(Loss)	\$14,821	-	\$37,088	\$64,357	\$64,357
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- a) Total expenditures and net operating income exclude fixed assets to conform to financial accounting standards. Fixed asset purchases in the departments operating request will be funded by operating revenues, tax levy and General Fund balance.
- b) Interdepartmental revenues are replacement and maintenance cost chargebacks to departmental users that may be funded by a combination of revenue sources including tax levy.
- c) Fund Balance use in 2005 reflects End User Operations & Technology Fund balance used to offset greater copier purchase costs.

**Program Highlights**

Personnel Cost increase is mainly from the cost to continue existing wages and benefits.

Operating Expenses include costs for postage of \$364,200; the purchase of 8 replacement copiers for a total cost of \$24,900 (a decrease of 13 copiers and \$59,900 from 2005); depreciation expenses of \$44,500 (a decrease of \$900 from 2005), and contracted services of \$49,500 (a decrease of \$7,100).

Inter-departmental charges are reduced by \$7,100 due to a reduction in the copier replacement charges for a new color copier

Fixed assets costs (for copiers with unit costs over \$5,000) are \$27,600 in 2006 for the replacement purchase of 4 copiers, the same number as 2005.

Interdepartmental revenues increase due to an anticipated increase in postage rates.

Performance Measure Description

The Customer Satisfaction rating is based on a scale of 1-4, with 4 representing the highest rating. The second measure represents the percentage of copiers being replaced per year.



	2004 Actual	2005 Budget	2005 Estimate	2006 Budget	Budget Change
Performance Measures					
Customer Satisfaction Rating for Mail Operation	NA	3.7	3.6	NA (a)	NA
Percent of Copiers Replaced	18%	34%	34%	16%	(18%)

(a) Conduct mail workshop and satisfaction survey every other year – next one will be in 2007

Activity



Copier Purchases

	2004 Actual	2005 Budget	2005 Estimate	2006 Budget	Budget Change
Total Number of Units in Plan	74	74	74	74	0
Units Purchased Annually	13	25	26	12	(13)

Activity – Records Management



<u>Output Indicators</u>	2004 Actual	2005 Budget	2005 Estimate	2006 Budget	Budget Change
Boxes/Journals Offsite (a,b)	14,958	12,100	14,600	14,500	2,400
Storage Boxes Received (a)	1,217	1,200	1,200	1,200	0
Storage Boxes Destroyed (a)	1,021	800	1,600	1,300	500
Microfilm Reels Offsite (c)	15,326	15,250	15,800	16,300	1,050
Optical Disks Offsite (d)	97	107	107	117	10

- (a) Boxes/Journals will decrease with time as a result of the annual record purges.
 (b) Given the limited space available at the Records Center, it is estimated that the Center could be at capacity within 1 – 2 years.
 (c) Microfilm Reel volumes are directly related to the real estate market.
 (d) Media conversion of Optical Disks to larger capacity will reduce the number of disks, but increase the storage capabilities.

Activity – Microfilm/Imaging



<u>Output Indicators</u>	2004 Actual	2005 Budget	2005 Estimate	2006 Budget	Budget Change
Microfilm Reels Created	501	425	510	500	75
Images Converted (Microfilmed & Digitized) (e)	2,212,618	2,000,000	2,100,000	2,000,000	0
CD's Produced (e)	1,202	850	1,025	950	100

- (e) Budgeted figure is directly related to the real estate market.

Activity – Mail Services



<u>Output Indicators</u>	2004 Actual	2005 Budget	2005 Estimate	2006 Budget	Budget Change
Incoming Mail (Bins)	2,498	2,720	2,522	2,500	(220)
Outgoing Mail (Pieces)	877,058	840,000	855,000	840,000	0
Outgoing UPS (Pieces)	464	710	550	550	(160)

Contingency Fund**Non-Departmental****Program****Mission**

To provide funds only for emergency and other situations which could not be anticipated or adequately planned for during the budget development and review process. In preparing agency budget requests, departments are required to identify all anticipated expenditures for projects and programs. The need for Contingency Fund transfer requests are determined by the County Executive and authorized by the Finance Committee in accordance with statutory authority and the County Board if requests exceed the statutory authority of the Finance Committee.

Financial Summary

	2004 Actual	2005 Adopted Budget	2005 Estimate	2006 Budget	Change from 2005 Adopted Budget	
					\$	%
Contingency Fund						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	N/A
Operating Expenses	\$177,500	\$1,350,000	\$200,000	\$1,350,000	\$0	0.0%
Interdept. Charges	\$0	\$0	\$0	\$0	\$0	N/A
Fixed Assets	\$0	\$0	\$0	\$0	\$0	N/A
Total Expenditures	\$177,500	\$1,350,000	\$200,000	\$1,350,000	\$0	0.0%
General Government	\$0	\$0	\$0	\$0	\$0	N/A
Fine/Licenses	\$0	\$0	\$0	\$0	\$0	N/A
Charges for Services	\$0	\$0	\$0	\$0	\$0	N/A
Interdepartmental	\$0	\$0	\$0	\$0	\$0	N/A
Other Revenue	\$0	\$0	\$0	\$0	\$0	N/A
Appr. Fund Balance	\$0	\$1,000,000	\$0	\$1,000,000	\$0	0.0%
Total Revenues	\$0	\$1,000,000	\$0	\$1,000,000	\$0	0.0%
Tax Levy	\$350,000	\$350,000	\$350,000	\$350,000	\$0	0.0%
Exp. (Over) Under Rev & Levy	\$172,500	\$0	\$150,000	\$0	\$0	N/A

Position Summary (FTE)

No positions are budgeted in this fund.

Highlights

The 2006 budget expenditure level equates to less than 0.6% of the 2006 proposed County budget. General Fund balance is budgeted to reduce the tax levy funding.